

Attendance is everyones business!

Please see below a flow chart explaining how we work together to improve attendance.

We have high aspirations for all of our children to achieve

100%
attendance

Our expectation is that all children attend school on time, everyday, however, we understand that illness cannot be helped. If your child is unwell you must contact the school by 9:30. This absence will be recorded as illness, but will affect your child's attendance.

If we begin to notice that your child's attendance is dropping, your child's class teacher will give you a welfare call to offer any support you may need. Following this, if your child's attendance continues to fall you will receive letter 1

We will then continue to monitor your child's attendance with the expectation that it improves over a two week period. If attendance does not improve, you will be sent Letter 2, a letter requesting medical evidence for any future absences. If there are any further absences where you are unable to provide medical evidence, you will receive a reminder in the form of Letter 3.

Upon receipt of letter 3 you will also be invited to an Attendance Assessment meeting with the schools Attendance Leads,. During this meeting offers of support to improve attendance will be discussed. Your childs' attendance will be monitored with the expectation of significant improvement within 3 weeks (15 days) An improvement will result in no further action,

If there is no improvement following the above steps, You will be invited to attend an attendance contract meeting. Failure to do so may result in referral to the Surrey Attendance Service, potentially leading to a penalty notice fine or prosecution